



Agenda Item Number: 2005-6-5A

BERNALILLO COUNTY BOARD OF COUNTY COMMISSIONERS

Meeting Date: June 14, 2005

Department: County Treasurer **Staff Contact:** Patrick Padilla, County Treasurer
Dan Mayfield, Deputy County Manager Finance

TITLE: 2005 Property Tax Bills and Associated Forms - Printing and Mailing Services

ACTION: Motion to:

1. Award RFB #0053-05-BH for printing and mailing services to Automated Election Services to print and mail the 2005 Property Tax Bills and associated forms.
2. Approve the contract with Automated Election Services in the amount of \$.

SUMMARY:

A Request for Bid #0053-05-BH was issued for the printing and mailing of the 2005 Property Tax Bills on May 12, 2005 with a bid closing date of June 10, 2005. Applicants were required to submit samples of their forms and payment coupons by May 26, 2005, prior to actual bid submittal. Automated Election Services was the only applicant to submit samples by the designated deadline of May 26, 2005; therefore, they are the only applicant qualified to submit a bid in response to RFB# 0053-05-BH.

Pursuant to N.M.S.A § 7-38-36 1978, the County Treasurer must prepare and mail Property Tax Bills no later than November 1st of each year. The contract for the printing and mailing of the 2005 Property Tax Bills must be awarded in June in order for the awarded vendor to start creating the templates and forms for printing to meet the deadline of November 1st.

The bid closing date of June 10, 2005 didn't allow staff sufficient time to review the bid submittal and prepare contract to be approved by the Board at the June 14, 2005 Administrative Meeting; therefore, staff requests that the Board authorize the County Manager to award and execute the contract to the successful bidder meeting all requirements set forth in the bidding documents.

ATTACHMENTS:

1. RFB Summary
2. Contract with Automated Election Services

FISCAL IMPACT

Funding for printing and mailing of the 2005 Property Tax Bills and associated forms is included in the FY06 Biennial Budget as approved by the Bernalillo County Commission on May 10, 2004.

STAFF ANALYSIS SUMMARY

COUNTY MANAGER

See summary. TL 6/9/05

DEPUTY COUNTY MANAGER FOR FINANCE

See summary. Dan Mayfield 6/8/05

LEGAL

Purchasing procedures have been properly followed. An award can be made to a single responding applicant pursuant to N.M.S.A § 13-1-108 1978. The Bernalillo County Commissioners can delegate authority to the County Manager to award and execute the contract. TDC 06/08/05

FINANCE

Budget

The 2nd half of the Biennial Budget includes funding for the printing and mailing of the property tax bills. Funding is available in the printing and postage line items. Teresa Byrd, Budget Director 6/8/2005

Purchasing

Proper purchasing procedures were followed in the solicitation of RFB# 0053-05-BH. Bob Henderson, Senior Buyer 6/8/05

Contracts

A contract control number will be issued for the Agreement between the County and the successful bidder meeting all requirements set forth in the bidding document, upon receipt of a fully executed agreement. Lisa Sedillo-White, Purchasing Director 06/08/05

Risk Management

The Contractor shall provide a certificate of insurance naming the County as an additional insured with the County standard insurance requirements. David Baca, Risk Management 6/9/05

ELECTED OFFICIAL/OTHERS

I respectfully request approval of this agenda item. Based on the fact that Automated Election Service was the only bidder who submitted approved samples so they were the only one allowed to bid and time is of the essence. Patrick Padilla, County Treasurer